

INSTRUCTIONS FOR MEETING SIGN-IN



NSF meeting participants are required to sign in and record their meeting attendance daily in FastLane Meeting Sign-in. To get started, go to the FastLane home page at <https://www.fastlane.nsf.gov/> and follow the instructions.

1 From the FastLane home page, click on the “**Panelist Functions**” tab.



FastLane is an interactive real-time system used to conduct NSF business over the Internet. FastLane is for official NSF use only. [More About FastLane...](#)

FastLane User Support (7 AM to 9 PM Eastern Time • M-F)
1-800-673-6188
FastLane Availability (recording):
1-800-437-7408

Proposals, Awards and Status | Proposal Review | **Panelist Functions** | Research Administration | Financial Functions
Honorary Awards | Graduate Research Fellowship Program | Postdoctoral Fellowships and Other Programs

Quick Link

- Panelist Login Help
- About Panel Review Proposal

Panelist Functions tab.

2 In the Log In section on the Panelist Functions screen, do the following:

Log In

If you are using a screen reader please check this box to disable the automatic refresh function:

Panel ID: P123...

Panelist Last Name: (Admin. Users: Use your User ID) [Privacy Act](#)

Password: (Admin. Users: Use your Password)

Log In [Forgot Password?](#)

In the **Panel ID** box, type the Panel/Meeting ID that you received from NSF.

In the **Panelist Last Name** box, type your last name.

In the **Password** box, type your password.

Select the **Login** button.

Note: If you lose or forget your password, you can contact your program office to request another temporary password be sent to you via email.

3 After you’ve logged in, you will be directed to a page titled Panelist System Selection. Scroll down to the menu at the bottom of the page.

Panelist System Selection

Click to work on:

- Travel and Reimbursement
- Meeting Sign-in
- Panel Review System
- Interactive Panel System

Select **Meeting Sign-In** from the menu.

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4 Review your Reimbursement Profile and complete the sign-in process.

The screenshot shows the 'Meeting Sign-in' page. On the left is a 'Hello Please sign-in' welcome message. The main content area has a header: 'You must sign-in to this meeting in order to be eligible for reimbursement.' Below this is the 'Reimbursement Profile' section with links for 'Your Registration Status is: Non-Federal, Non-Local, Attendee On-Site' and 'You are eligible for: Flat-rate Reimbursement, Transportation Expenses'. A note says 'If your Reimbursement Profile is incorrect, please click here to update your answers to the registration questions.' The 'Transportation' section has two parts: 'How did you travel to the meeting?' and 'How will you return from the meeting?'. Each part has radio buttons for 'Personally Owned Vehicle', 'Local Transportation', 'NSF Purchased Commercial Air/Rail', and 'Other'. The 'Self Purchased Commercial Air/Rail' and 'Not Applicable' options are also present. The 'Meeting Attendance' section has a table with columns for 'MEETING DATE' and 'ATTENDANCE TYPE'. The first row shows '02/17/2015' and a dropdown menu 'Select an attendance type'. The second row shows '02/18/2015' and 'Not Available'. At the bottom, there is a 'Sign in' button and a confirmation message: 'Confirmation: By Clicking "Sign in", I certify that this information is accurate and correct.'

Step 1. points to the 'Reimbursement Profile' section.

Step 2. points to the 'Transportation' section.

Step 3. points to the 'Sign in' button.

Step 4. points to the 'ATTENDANCE TYPE' dropdown menu.

Step 5. points to the 'Sign in' button.

1. Review your **Reimbursement Profile**.

The Meeting Sign-in Screen will display your current registration status as well as the type of reimbursement for which you are eligible. This status was determined when you registered for the meeting in FastLane. For more information on the meaning of a term, click on the corresponding hyperlink.

2. If your reimbursement profile is incorrect, click the link to update your answers to the registration questions.

3. Select your mode of transportation to and from the meeting.

4. Select your **Attendance Type** for the current day.

5. Click **Sign-in**, to complete the meeting process for that day.

6. The system will display a confirmation message. Click the link in the confirmation message to return to the **FastLane Panelist Functions Home Page**.